

2022-2023 PCHS ATTENDANCE POLICY

Effective Fall 2022 SY

Going to school every day is required and enforced by law. Parents/guardians are responsible for ensuring that their children regularly attend school and arrive on time. Families and PCHS personnel can act as partners to teach students the importance of attendance so young adults are prepared for the future. Attendance demonstrates responsibility and dedication to future employers and plays a key factor in the hiring and promotion of employees.

Compulsory Education

California Education Code (EC) Section 48320

Each person who is between the ages of six and eighteen years and not otherwise exempted is subject to compulsory full-time education by the State of California. Students who are at least sixteen years of age are allowed to attend school parttime through a continuation or other alternative education programs. Parents/Guardians are required by law to send their children to school.

Parents, Guardians, and Families Influence Attendance - Get Involved!

- Plan family events and vacations for non-school days only. Schedule nonemergency medical and dental appointments during after-school hours.
- Ensure PCHS has accurate daytime contact information, including mobile and work phone numbers and/or email addresses.
- Encourage students to actively communicate with their teachers when they miss school or know that they will be absent.
- Routinely check attendance using the PCHS online information system, Infinite Campus.
- Alert the Attendance Office and child's counselor of any issues that may be causing absences

Attendance Requirement

Our Attendance Policy is designed to make students aware of the relationship between achievement and good attendance. This policy recognizes the fact that consistent in-class instruction is essential in assuring student success. When students attend school, they have the opportunity to fully participate in instructional activities, are more likely to go to college, and enjoy the rich variety of academic opportunities PCHS offers.



All students are expected to maintain "satisfactory attendance". Satisfactory attendance during the school year is considered (EC 48260):

- 1. Having fewer than seven (7) unexcused tardies for any one class,
- 2. Fewer than 3 unverified absences in any one class,
- 3. No truancies.

Without "satisfactory attendance", students may not pass a course(s) due to lack of participation, assignment submissions, low test scores, etc. A major responsibility for attendance lies with the student and his or her parent/guardian. Therefore, parents/guardians must keep track of their students' attendance to school using the Student Information System (Infinite Campus). Parents/Guardians are responsible to verify all absences with three (3) days upon their child's return from school. It is imperative that students make arrangements with teachers prior to any planned absences from class to the best of their ability.

Attendance Interventions

PCHS uses a tiered system of response to promote good attendance and support students with chronic absenteeism. Some key components of PCHS intervention strategies include:

- PCHS staff shall counsel any student who has excessive absences or tardies.
- Teachers shall notify the Attendance Office if they see a developing attendance pattern or problem.
- Parents/Guardians shall monitor daily attendance and progress report grades through their Infinite Campus parent portal computer access.
- Counseling or Health Office conferences shall occur upon identified chronic absenteeism.
- A parent conference shall be required if the school determines that there is a developing pattern of attendance problems. The student and parents/guardians shall sign an attendance contract at the close of this meeting.
- Coordinated School Response (SST, COST) shall be conducted to decide mitigation for continued chronic absenteeism, which could result in Saturday School attendance or a different educational setting.

TIERED SYSTEM OF ATTENDANCE SUPPORT			
TIER ONE-UNIVERSAL	TIER TWO- EARLY INTERVENTION	TIER THREE- INTENSIVE	
	(Chronic Absenteeism)	INTERVENTION	



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- Engaging school culture
- Attendance data monitors by PCHS and parents/ guardians
- High expectations
- Recognize and reward good/improved attendance
- Earned school privileges
- Automated calls to parents/guardians to notify them of student absences
- Consistent teacher and PCHS communication to students and families regarding attendance

outreach and support (Student Success Team/SST)
Individual parent/guardian support, outreach, and conference

• Personalized

- Saturday School
- Socioemotional and academic support and resources
- Attendance contracts
- Loss of privileges

- Coordinated school response
- Legal
 - Intervention

Attendance Related School Privileges

Students without "Satisfactory Attendance" may be denied the following privileges:

- GRADUATION CEREMONY
- ATHLETIC COMPETITIONS
- SCHOOL PERFORMANCES
- EXTRA-CURRICULAR EVENTS
- OFF-CAMPUS LUNCH PASS
- CLUB ACTIVITIES
- LEADERSHIP POSITIONS
- PROM, GRAD NITE & SENIOR EVENTS
- HOMECOMING & SCHOOL WIDE EVENTS
- COLLEGE VISITS
- WORK PERMITS

Additionally, if students do not verify an absence with a parent/guardian note to the Attendance Office within three (3) days of returning to campus, they may not be able to make up any missed work.



Senior Warning: Seniors with 14 or more UNEXCUSED absences (see Infinite Campus-Absence Codes & Explanations) in one class during the year (or 7 or more per semester) may risk the opportunity of participating in the Graduation Ceremony.

ABSENCE-BASED INELIGIBILITY

Students with three (3) or more unexcused absences from any one course during a grading period may be subject to ineligibility in participating in extracurricular activities including team sports/events, VAPA, and extracurricular field trips, as well as miss out on earned-school privileges. (See example of a 2022-2023 grading period dates below.)

2022-2023 Grading Period Dates

	Fall Semester 2022	Spring Semester 2023		
Progress 1	August 17 - September 29, 2022	January 10 - March 2, 2023		
Progress 2	ogress 2 September 30 - November 10, 2022 March 3, - April 13, 2			
Final Grading	1 Grading November 14 - December 16, 2022 April 14 - June 8, 2			

Attendance Definitions

- "*Tardy"*: [SCHOOL ABBREVIATION] starts at [INSERT TIME]. Students shall be classified as tardy if the student arrives after that time.
- "Unexcused Absence": A student shall have an unexcused absence if the student is absent or is tardy for more than thirty (30) minutes without a valid excuse.
- "Truant": A student shall be classified as a truant if the student is absent from school without a valid excuse three (3) full days in one school year, or if the student is tardy or absent for more than any 30-minute period during the school day without a valid excuse on three (3) occasions in one school year, or any combination thereof. Any student who has once been reported as a truant and who is again absent from school without valid excuse one or more days, or tardy on one or more days, shall again be deemed a truant. Such students shall be reported to the Executive Director or designee.
- "Habitual Truant": A student shall be classified as a habitual truant if the student is reported for truancy three (3) or more times within the same school year. This generally occurs when the student is absent from school without a valid excuse for five (5) full days in one school year or if the student is tardy or absent for more than any 30-minute period during the



school day without a valid excuse on five (5) occasions in one school year, or any combination thereof.

- "Chronic Truant": A student shall be classified as a chronic truant if the student is absent from school without a valid excuse for ten (10) percent or more of the school days in one school year, from the date of enrollment to the current dated.
- "Student Success Team": This team is comprised of an administrator, counselor, Attendance Office personnel, faculty, and staff. Together with the parent/guardian and student, the team will assess and create a plan to improve attendance as well as provide any other needed support.
- "Coordination of Services Team": This team is comprised of counselors, the Mental Health Team, and Attendance Office personnel. They meet twice a month to review students' needs, including attendance cases. Together, they create outreach opportunities and design specific support plans.

Verifying Absences

Attendance is reported each class period to the Attendance Office. Parents/guardians will be notified of absences by automated phone messages and/or computer-generated letters. Parents/guardians are also encouraged to check Infinite Campus (Parent Portal) on a regular basis for up-to-the-minute attendance reports. In the event of an absence, students must verify the absence with the Attendance Office. Students may visit the Attendance Office before school, during nutrition/lunch and/or after school.

To verify the absence see "Re-Admittance from an Absence." Absence notes must be signed by a parent/guardian. The school must be notified each day of an extended absence. (A written note does not automatically mean an excused absence.)

PCHS no longer uses the term "clearing absences". The term "clearing" absences gave an impression to families that they are erased from their students' records. This is not true. To verify an absence means that the family has provided documentation regarding the whereabouts of the students' absence.

An acceptable absence note is a written statement of the date(s) and reason(s) for an absence or tardy. This note must be signed by the student's parent/guardian, or by the student if the individual is eighteen (18) or older and has submitted proper documentation for parental approval to sign notes. In order to be added to the <u>PCHS 18+ Student Attendance Responsibility</u> list, please submit the required documentation. Returned documents must be notarized. The forms are available in the Attendance Office.



A student returning to school after an absence must bring documentation to the Attendance Office (or submit via the <u>PCHS Online Attendance Verification Form</u>) specifying the date(s) of an absence and the reason for the absence. The note must be signed by a parent/guardian for re-admittance to school, otherwise, the absence(s) shall be deemed unexcused. If a student is 18 or older, and has prior approval from a parent/guardian and submitting a PCHS 18+ Student Attendance Responsibility Form, that student may sign the note. The note should be submitted to the Attendance Office staff to verify before the student goes to class. Students that without a verification note, will be considered **truant** if no note is provided after **three** days upon return to school.

Students who forge notes will be considered truant and will be referred to the Dean's Office.

PCHS Online Attendance Verification Form

Parents/Guardians may request an early check-out or report an absence using our Online Attendance Verification Form here: <u>PCHS Online Attendance Verification</u> Form.

- After the Online Attendance Verification Form is filled out and submitted to PCHS, the Attendance Office may contact paretns/guardians to confirm and then create an early check-out pass for students to pick up at the Attendance Office.
- The student must report to the Attendance Office during any passing period BEFORE the start of the class that they are checking out from to pick up an early check-out pass.
- The student cannot leave a classroom at check-out time without this check-out pass.
- Upon entering the classroom, any student with an early check-out pass must show it to the teacher. When it is time to leave the class, students can quietly collect their belongings and leave the classroom. The check-out pass must be shown to security in order to leave the premises.
- If a student was inaccurately marked absent for a class, parent/guardian should contact the teacher directly. The teacher will contact the Attendance Office should a change in attendance be necessary.
- Early check-out after school-wide testing is not recommended as this could affect a student's attendance.
- Parents/Guardians are not permitted to contact students during class time to get them out of class via cellphone or a text!

IMPORTANT NOTE: The Attendance Verification Form is only valid if submitted using a parent/guardian email recognized by the Student Information System (SIS) - Infinite Campus.



Re-Admittance from an Absence

Students should report directly to the Attendance Office to verify all absences BEFORE returning to any classes. Students should bring an absence note signed by a parent/guardian that includes the student's name, birth date, date/s of absences and reasons for absence, and a phone number where a parent/guardian can be reached during the day.

Students who are 18 years old may sign their own absence notes if parents/guardians permit, subject to verification of age and the prior submission and approval of a NOTARIZED 18+ Student Attendance Verification Form.

Excused Absences for Classroom Based Attendance

With the written consent of their parent(s)/guardian(s), students may be excused from school in order to participate in religious exercises or to receive moral or religious instruction. No students shall have their grade reduced or lose academic credit for any excused absence or absences if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. One day shall be granted to make up missed assignments, assessments, and classwork for every day of an excused absence.

Notwithstanding Section 48200, a student shall be excused from school when the absence is:

- 1. Due to the student's illness, including an absence for the benefit of the pupil's mental or behavioral health. (EC 48205)
- 2. Due to quarantine under the direction of a county or city health officer.
- 3. For the purpose of having medical, dental, optometry, or chiropractic services rendered.
 - Students in grades 7-12, inclusive, may be excused from school for the purpose of obtaining confidential medical services without the consent of the student's parent/guardian.
- 4. For the purpose of attending the funeral services of a member of the student's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
 - Excused absence in this instance shall be limited to one (1) day if the service is conducted in California or three (3) days if the service is conducted out of state.
 - "Immediate family" shall be defined as parent/guardian, grandparent, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any other relative living in the student's household.



- 5. For the purpose of jury duty in the manner provided for by law.
- 6. Due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent, including absences to care for a sick child for which the school shall not require a note from a doctor.
- 7. For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- 8. For the purpose of spending time with a member of the student's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
- 9. For the purpose of attending the student's naturalization ceremony to become a United States citizen.
- 10. For the purpose of participating in a cultural ceremony or event.
- 11. Authorized parental leave for a pregnant or parenting student for up to eight (8) weeks, which may be extended if deemed medically necessary by the student's physician.
- 12. Authorized at the discretion of the Executive Director or designee, based on the facts of the student's circumstances, are deemed to constitute a valid excuse.
- 13. A student who holds a work permit to work for a period of not more than five (5) consecutive days in the entertainment or allied industries shall be excused from school during the period that the student is working in the entertainment or allied industry for a maximum of up to five (5) absences per school year subject to the requirements of Education Code section 48225.5.
- 14. In order to participate with a not-for-profit performing arts organization in a performance for a public-school student audience for a maximum of up to five (5) days per school year provided the student's parent/guardian provides a written note to the school authorities explaining the reason for the student's absence.
- 15. For the following justifiable personal reasons for a maximum of five (5) school days per school year, upon advance written request by the student's parent/guardian and approval by the Executive Director or designee pursuant to uniform standards:



- Appearance in court.
- Observance of a holiday or ceremony of the pupil's religion.
- Attendance at religious retreats (shall not exceed four hours per semester)
- Attendance at an employment conference.
- Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization.

Absences due to Illnesses

After the fifth (5th) day of illness/health related absence per parent/guardian note (IC Code #1P), even if non-consecutive, the student must bring in a doctor's note or documentation from PCHS Health Office or Student Support Services excusing illness/health related absences.

It shall be at the discretion of the individual teachers to allow or not allow students who miss school work due to **unexcused** absences the opportunity to make up missed work.

Unexcused Absences An absence will be deemed unexcused if the student does not submit an absence note to the attendance office upon return to school.

Absences for the reasons listed below are unexcused:

- 1. Personal reasons not classified as excused by California Education Code and PCHS Board Policy.
- 2. College visits without prior administrator approval.
- 3. Vacation
- 4. Preparation for an personal event.
- 5. Babysitting/Caretaking
- 6. Repairing car or household items. Waiting for service or repair people.
- 7. Attending a sporting event other than a school-sponsored event in which the student is a participant without prior principal approval.
- 8. Other reasons not included in Education Code sections 46010 and 42805.

Teachers do NOT have to give a student make-up work for an UNEXCUSED absence.

Tardiness

A. Tardy

Students will be considered tardy if they are not in their seat, ready to work when the tardy bell rings. **Excused tardies are at the discretion of PCHS**. Tardies may be excused by school personnel only. To be considered an excused medical tardy, a verified medical note is required.



A student who arrives in a class without a stamped or signed school pass will be considered tardy unexcused.

Three (3) unexcused tardies will equal one (1) absence. With the third tardy in any class, a student may be assigned lunch detention. Subsequent tardies will result in further detentions and/or a 4-hour study period on a prearranged Saturday morning.

A tardy without a signed or stamped school pass of more than 30 minutes to a class will be considered an absence from that class.

Examples of unexcused tardies

- Alarm did not ring/slept late.
- Car problems/flat tires/no gas.
- Three (3) unexcused tardies are considered one (1) unexcused absence.
- Three (3) unexcused tardies of thirty minutes or more are considered a truancy.

B. Tardy Sweeps

Students are to arrive to class on time each and every period. Tardy sweeps are designed to identify students who are chronically tardy to class/school and to encourage promptness. The consequence for students caught in tardy sweeps is a lunch detention, which could lead to Saturday Detention. Tardy sweeps are conducted regularly during random periods. Students tardy during a tardy sweep will automatically be issued detention. Students and families should monitor their attendance on Infinite Campus and check with the Attendance Office if there are any questions.

A student may obtain a signed or stamped pass from school personnel (teachers, administrators, office staff, etc.) if the student is detained for school-related business only. The pass should indicate the date, time of departure, and location of the departure and destination points.

Attendance Reporting (Daily/Semester)

The computerized attendance and grade system (Infinite Campus) records attendance each period. Each class counts in determining a student's official attendance each day. Parents/guardians are encouraged to check on their student's attendance. Please use the following link: https://palisades.infinitecampus.org/campus/portal/palisades.jsp

In Infinite Campus, an "A" stands for absent and a "T" stands for tardy. A list of computer codes for attendance can be found on the following page.

1. Teachers will emphasize the importance of maintaining good attendance for achieving academic success.



 Teachers will also notify parents/guardians via progress reports and/or other written correspondence, or by telephone, that students have excessive absences in their class. Absences and tardies for each class will automatically be reported for all students on all progress reports and report cards.

Absence and Tardy Codes

Infinite Campus Attendance Code Colors		
Excused Absence or Tardy GREEN		
Unexcused Absence or Tardy	RED	
Unknown Absence or Tardy	YELLOW	

Infinite Campus - Absence Codes & Explanations				
CODE	DESCRIPTION	VERIFIED or UNVERIFIED by PARENT/ GUARDIAN	EXCUSED or UNEXCUSED per ED CODE	COUNTS as an ABSENCE
A (Marked by Teacher)	Absence Not Yet Verified Used by teachers to indicate a student was absent, reason TBD.	Unverified	Unexcused	YES
AS	Absence Recovery during Saturday School			
8	Unexcused Tardy 30 Minutes or fewer Students must check in with the Attendance Office and are then sent to class. Student does not present a valid excuse. Tardy counts towards truancy accumulation.	Unverified or Verified	Unexcused	3 = Absence YES



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CV	College Visit College/University Visit Form must be completed and documentation provided upon return. Up to six days per school year will be excused. Days absent count in accumulation.	Verified	Max 6 Excused	YES
FT	Field Trip	Verified	Excused	NO
1P 1M 1N	Illness or Medical Appointment If an appointment is during the school day, the Permit to Leave School Grounds slip needs to be signed and returned to the Attendance Office.	Verified	Excused	YES
7	Excused Tardy When a student is tardy for reason identified in EC 48205(a), for any length of time, the student must take note to the Attendance Office.	Verified	Excused	NO
41	In-school Suspension Assigned for disciplinary reasons, parents/guardians are notified. The student is responsible for completing make-up work.	Verified	Excused	NO
3	Non-Compliant Truant (arrived more than 30 minutes late without a valid excuse	Unverified	Unexcused	YES
4	Suspension Assigned for disciplinary reasons, parents/guardians are notified. Makeup work will be provided at the discretion of the teacher.	Verified	Unexcused (Not in Truancy Count)	YES



T (Marked by Teacher)	Tardy LESS than 30 Minutes Not Yet Verified Used by teachers to indicate a student was tardy. The student reports directly to class. Students take parent/guardian verified notes to the Attendance Office during nutrition, lunch, or before/after school.	Unverified	Unexcused	3 = Absence YES
2	Parent/Guardian Explanation for absence is NOT included in EC 48205 Eg. include, but are not limited to: sleeping in, family vacation, student ditching, student seen on campus.	Verified	Unexcused	YES
EC TP	School Activity Such as AP test, sports release, ASB assembly prep, etc.	Verified	Excused	NO
5	Administrator Approval for Personal Reasons Must be requested in writing in advance. Based on 48260(c), "discretion of school administrators & facts of pupil's circumstances" such as court appearance, funeral, religious holiday or ceremony	Verified	Excused	YES
1₽	Excused Absence All reasons identified in EC 48205(a) (except illness, medical, admin approval or college visit)	Verified	Excused	YES
8	Unexcused Tardy LESS than 30 Minutes Students report directly to the Attendance Office to receive a pass permit.	Verified	Unexcused	3 = Absence YES
Z	State Emergency Only used at the direction of an administrator with state authorization.	Verified	Excused	NO



Family Move

If students have a change of address but plan to continue enrollment at PCHS, they need to report the new address and phone number (if applicable) to the Attendance Office as soon as possible. A change of address form should be submitted along with a current utility bill. If the move occurs during summer break and the student needs to change schools, the Attendance and Counseling Offices will be open to assist families to gather the necessary papers to enroll the student in the new school.

Changes in Family Information

Parents/Guardians will submit new addresses, phone numbers, and email addresses to the Attendance Office as soon as possible by contacting the Attendance Office at attendanceoffice@palihigh.org.

Early Check-Out

If a student needs to leave school early, the student should bring a physical note to the Attendance Office before school or by nutrition. Parents/Guardians may also submit an early check-out by using the <u>PCHS Online Attendance</u> <u>Verification Form</u> (located on the Attendance website) before the start time of nutrition by using their listed email address to excuse an absence, complete an early check-out, or late arrival. The physical note should include the student's name, grade, birth date, the current date, a phone number where a parent/guardian can be reached, the time the student must leave, the reason for leaving early, and the parent's/guardian's signature. There are times when parents/guardians may call the Attendance Office (310) 230-6629, to accept the information over the phone. There may be circumstances where a school administrator decides that parents/guardians need to check out their students in person.

Parents/Guardians must have proper state- or school-issued ID on hand to show to the attendance office. If a student leaves campus without checking out through the Attendance Office, it will be considered a class cut. Detention will be assigned for each period missed. PCHS must know the location of students during the school day. Parents/guardians can help by requiring children to follow these procedures.

Students who check out due to illness or injury must go through our clinic to be excused. Documentation from a medical professional must be attached to <u>PCHS</u> <u>Online Attendance Verification Form</u> if the parent/guardian chooses to submit absence verification through the online process.

IMPORTANT NOTE: EARLY CHECK-OUT WILL NOT BE GRANTED AFTER STATE TESTING, ADVANCED PLACEMENT (AP) TESTING, OR SEMESTER FINALS. IN AN EMERGENCY SITUATION, PARENTS/GUARDIANS OR THE EMERGENCY CONTACT LISTED ON INFINITE CAMPUS MAY PICK THEIR STUDENT UP IN PERSON. STUDENTS WILL NOT BE ABLE TO LEAVE WITH UNDESIGNATED PEOPLE NOT INCLUDED ON THEIR INFINITE CAMPUS ACCOUNT.



Leaving Campus

Students needing to leave campus for a pre-arranged appointment must notify the Attendance Office upon arriving to school to receive an "Off-Campus Pass". Leaving school without permission from the Nurse's Office and/or Attendance Office will warrant a TRUANCY with disciplinary action. Students must be readmitted in the Attendance Office when returning to campus (the same day or when returning the next school day) with the proper note/documentation. Parents/Guardians are to pick students up at the security gates.

If a student becomes ill during the school day, they should obtain a pass to the Nurse's Office from the teacher or school official. A student should not call a parent/guardian first and ask to be picked up anywhere on campus other than the Attendance Office. If the student is too ill to remain at school, the nurse will call and inform a parent/guardian so that arrangements may be made for the student to go home. The nurse will issue a "Health Office Excuse."

Students who leave campus without a pass from the Attendance Office or Nurse's Office will be considered truant. Telephone calls or notes to the Attendance Office after the student leaves campus without permission cannot verify the truancy. This also applies to students who have a zero or seventh period.

IMPORTANT

- The Attendance Office will not accept calls or notes to excuse mid-day absences after a student has already left campus without an Off-Campus Pass.
- Communication will be made to parents/guardians if their student (regardless of age or grade level) leaves campus early or is absent from class.

Early check-out after school-wide testing is not recommended as this could affect a student's attendance.

Parents/Guardians are NOT permitted to call students during class time.

Senior Off-Campus Lunch Privileges Guidelines

Palisades Charter High School is a closed campus. It is necessary to have parental permission for a senior student to have the privilege to leave campus during lunch. The policy only governs off-campus privileges during the lunch period. No off-campus privileges are granted for Nutrition. Only 12th-grade students may apply. Students must apply and be approved for an off-campus lunch pass. There is a \$5.00 fee for a Senior Lunch Off-Campus ID.

The authorization and decision for a student to operate a motor vehicle during the lunch period rests entirely with the parent/guardian of the student. PCHS, its administration, officials, or employees are not liable for any claims, actions, loss, or damage that may arise as a result of a student either operating or being a passenger in a motor vehicle during the lunch period. The student and parent/guardian are responsible for acquiring and maintaining a valid California



driver's license and minimum liability insurance required by state law for the driving student.

Students exercising off-campus lunch privileges are subjected to the same rules of student conduct applicable during the whole school day, (en loco parenti). The abuse of any of these provisions may result in a suspended or terminated off-campus lunch permit and/or other disciplinary consequences.

Pending: Adoption by the PCHS Board of Trustees on August 23, 2022